



JOB DESCRIPTION

SECTION ONE

DESIGNATION: ADVANCED TRAINEE / MEDICAL OFFICER - PAEDIATRICS	REPORTING TO: HEAD OF DEPARTMENT - FOR ALL CLINICAL MATTERS SERVICE DIRECTOR – FOR ALL ADMINISTRATIVE MATTERS															
NATURE OF APPOINTMENT: FULL TIME 1.0 FTE	DATE: MAY 2019															
LOCATION: BASE HOSPITAL AND HAWERA HOSPITAL																
WEEKLY TIMETABLE: The Advanced Trainee / Medical Officer will work an average of 40 ordinary hours per week and an average of 5 hours on call.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Duty</th> <th style="width: 20%;">Hours</th> <th style="width: 20%;">Total hours</th> </tr> </thead> <tbody> <tr> <td>Clinical: Ward rounds, Clinic – 3 sessions per week, clinical administration: telephone, ad hoc, consults, family meetings, letters, MDT, coroners, health promotion, etc.</td> <td style="text-align: center;">32</td> <td style="text-align: center;">32</td> </tr> <tr> <td>Non-clinical: self development, grand rounds, audit and QA, research, teaching, supervision, planning, etc.</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Call:</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td>TOTAL per week</td> <td></td> <td style="text-align: center;">45</td> </tr> </tbody> </table>		Duty	Hours	Total hours	Clinical: Ward rounds, Clinic – 3 sessions per week, clinical administration: telephone, ad hoc, consults, family meetings, letters, MDT, coroners, health promotion, etc.	32	32	Non-clinical: self development, grand rounds, audit and QA, research, teaching, supervision, planning, etc.	8	8	Call:	5	5	TOTAL per week		45
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You will have one designated study day per week. The day is to be confirmed by Head of Department.																
SUMMARY OF AFTER HOUR DUTIES: You are required to be on an After-hours' on call roster for Long Days and weekends. Expectation is one weekend (Sat, Sun) in 6 and one 'Long' Day per week. This will be on the Consultant roster with direct senior supervision/support as per Consultant of Week service model																

Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.

SECTION TWO

The Medical practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:

- the New Zealand Medical Association's code of ethics;
- the practitioner's relevant medical college(s) and / or professional association(s);
- the New Zealand Medical (or Dental) Council;
- the Health & Disability Commissioner; and
- TDHB's policies and procedures except to the extent that they may be inconsistent with any other provision of the Senior Medical and Dental Officers Collective Agreement

SECTION THREE

This section of your job description contains a list of the clinical duties and activities required for this particular position.

outpatient and other clinics	ward rounds and ward work
discussions and meetings with care givers and patients whanau	reading and responding to patient referral letters
multi-disciplinary meetings, case conference and reviews	research and study related to the treatment of a specific patient
telephone and other ad hoc consultations	community health promotion activities
Meeting RACP training requirements	preparation of police, coroner, legal, ACC and similar reports

Clinical Duties

General Duties

The Medical Officer will

- Provide efficient and effective assessment and management of the department's patients following accepted professional guidelines
- Work with other Team members to mutually agreed work schedules and waiting list management processes, in consultation with the Head of Department / Service Manager.
- Conduct regular ward rounds and ward work at a time that facilitates efficient patient flows and meets treatment objectives
- Carry out investigative and treatment procedures within the Organisation where possible.
- See and advise on inpatients referred by hospital specialist colleagues for assessment, within a timeframe appropriate to the clinical circumstances.
- Be responsible for the referral of any patients under their care to other centres for specialist treatment when appropriate.
- Maintain comprehensive and accurate records for all patients seen
- Provide verbal advice to GP's who telephone for assistance.
- Ensure that discharge summaries are completed by the team, ideally at time of discharge but otherwise within 24hrs of discharge.

On call

- While rostered on call, the Medical Officer will be directly supported by a named consultant paediatrician but act as lead senior on call
- Be available to consult with the Registrar/House Surgeon by telephone, or be called back to assist the Registrar/House Surgeon or other members of Team.
- Be required to work with Independent Practitioners, such as Midwives and General Practitioners.

Emergency Department

- The Medical Officer will be available to assess referrals from the Emergency Department where appropriate.

Outpatient Department

- Outpatient clinics will be conducted as mutually agreed in consultation with the Head of Department / Service Manager.
- The Medical Officer will adhere to the agreed waiting time criteria for booking of cases.
- The standards for patient waiting time in clinics will be adhered to.
- Prioritisation will be carried out according to departmental policies, developed under the leadership of the HOD.
- Guidelines for the management of patients in clinics will be adhered to.

Measurement Methods

- Clinical Audit
- Peer review
- Agreed clinical throughput targets
- Compliments and complaints
- Completion of RACP training requirements

Patient Care

- Patients will be given a full explanation of all procedures and treatments.
- Informed consent will be obtained from all patients before undertaking any test or procedures in accordance with the Organisation's policy
- Family or significant others will be kept informed, where possible with the patient's consent.
- Effective interpersonal relationships will be maintained with staff and patients and families.
- The Medical Officer will be familiar with the role of consumer affairs/complaints officer, cultural concerns, patient rights and relevant current legislation.
- Problems and complaints will be handled sensitively and expediently. Input into complaint investigation will be provided as requested by HOD / Service Managers or delegate
- The Medical Officer will, as far as time permits, be available to assist community groups and specialist societies in health promotion and will be available at the request of the General Manager Hospital and Specialist Services or HOD to make comments through the media on matters concerning public health.

Measurement Methods

- Customer satisfaction surveys
- Compliments & Complaints
- Community feedback
- Completion of RACP training requirements

Environment and Facilities

- As requested, the Medical Officer will contribute to the development of relevant departmental / organisational plans, capital budgets, etc and participate in relevant projects.
- The Medical Officer will work with the HOD and Service Manager on effective resource utilisation.
- Any plan for new technology or provision of service must be endorsed by HOD and Service Manager before progression. This applies to both internal and external service development.
- The Medical Officer will demonstrate an awareness of expenditure on supplies and pharmaceuticals and the budgetary implications associated with this.
- Education and monitoring of junior medical staff will occur to ensure appropriate ordering of investigations and treatments.

Measurement Methods

- Budgetary targets are met
- Consultation processes are maintained

Quality Assurance

The Medical Officer will

- Work with the HOD and Service Manager to ensure that clinical practice is consistent with Specialist College and national guidelines for a secondary provider.
- Contribute to the departmental clinical quality assurance system, including regular clinical audit, review of patient care (length of patient stay, mortality and morbidity reviews, audit, regular clinical meetings).
- Contribute to the ongoing evaluation of the department's service as a whole.
- Contribute to the formal review of medical staff within the relevant Department.
- Attend clinical meetings as scheduled.

Measurement Methods

- Clinical audit
- Organisational Audit
- National Audit
- Completion of RACP training requirements

SECTION FOUR

This section contains a reasonably comprehensive list of the non-clinical duties or other professional activities not covered above.

CME and professional self development	Teaching, including preparation time
Audit and quality assurance and improvement activities	supervision and oversight of others
grand rounds	service or department administration
research	planning meetings
clinical pathway development	credentialling
Journal Club	Compliance with RACP training requirements

Non-Clinical Duties

Team Work

The Medical Officer will

- Regularly assess registrars to ensure that they are competent to undertake safe and effective clinical care.
- Provide guidance and support to junior medical staff in order to develop and maintain their clinical practice.
- Hold regular discussions, where appropriate, with other health professionals to ensure a multidisciplinary approach to patient care.
- Ensure that junior medical staff are given clear guidance and are aware of the expectations and relevant organisational policies pertaining to the Department.
- Ensure that formal teaching of junior medical staff occurs as scheduled.
- Contribute to in-service programmes as scheduled.
- Be available to cover their colleagues when they are sick or on leave (within the constraints of their existing workloads).
- Contribute to the formal review of junior medical staff.

Measurement Methods

- Junior staff review
- Feedback from general staff
- Peer review

Personal Development & Research

- The Medical Officer will maintain competence and keep abreast of any new updates in clinical practice through literature review, attendance at relevant conferences, internal professional development etc.
- The Medical Officer will be enrolled in appropriate professional re-certification programme.
- The Medical Officer will be familiar with all modern investigative techniques, and use such techniques where appropriate and affordable.
- The Medical Officer will be encouraged to undertake research. Such research, or involvement in therapeutic trials, will receive formal approval of the Research Ethical Committee and be carried out in accordance with its protocol. Progress reports will be provided to the CMA as appropriate

Measurement Methods

- Credentialling Committee review
- Ethics Committee report
- Peer review

KEY WORKING RELATIONSHIPS:

Head of Department	Direct reporting relationship and performance appraisal
Service Manager	Operational / management advice, support, communication
Chief Medical Advisor	Professional advice and support
Nursing/Administrative Staff	Liaison and communication re daily activities
Staff of the TDHB	Liaison, referrals and communication
Referring Clinicians	Liaison, referrals and communication
Public and Patients	Care of patient
Independent Practitioners	Liaison, referrals and communication
Director Physician Education	Reporting as required by RACP
Clinical Education Supervisor	Reporting as required by RACP

TARANAKI DISTRICT HEALTH BOARD STRATEGIC AIM

Improving, promoting, protecting and caring for the health and wellbeing of the people of Taranaki.

- To promote healthy lifestyles and self responsibility
- To have the people and infrastructure to meet changing health needs
- To have people as healthy as they can be through promotion, prevention, early intervention and rehabilitation
- To have services that are people centred and accessible where the health sector works as one
- To have multi-agency approach to health
- To improve the health of Maori and groups with poor health status
- To lead and support the health and disability sector and provide stability throughout change
- To make the best use of the resources available

Taranaki Health is committed to the principles of the Treaty of Waitangi and in particular we work together by

- Treating people with trust, respect and compassion.
- Communicating openly, honestly and acting with integrity.
- Enabling professional and organisational standards to be met.
- Supporting achievement and acknowledging successes.
- Creating healthy and safe environments.
- Welcoming new ideas.

PERSON SPECIFICATION:

KEY PERSONAL CHARACTERISTICS REQUIRED:

ESSENTIAL:

- Applicants must be qualified medical practitioners registered or eligible for registration with the Medical Council of New Zealand.
- The appointee must produce his/her Certificate of Registration to the Director Medical Management prior to commencement
- An Advanced Trainee in General Paediatrics RACP preferably final year
- Shows a caring but professional manner in all aspects of work. Is aware of and sensitive to all cultural issues
- Able to cope with a high and varied work load including emergency situations
- Time management skills and ability to prioritise
- Dedicated team player with a willingness to learn new skills
- Computer literate
- Has a commitment to quality and accuracy and is keen to learn and develop new skills
- Knowledge of Quality Assurance, clinical audit and accreditation principles, and a commitment of continuous quality improvement
- Ability to maintain confidentiality at all times
- Demonstrates initiative and flexibility